



Snohomish County, WA

Human Services

HEARTH

The Continuum of Care Program

Emergency Solutions Grant Program

Local Standards

Funded through the

U.S. Department of Housing and Urban Development
Homeless Emergency Assistance and Rapid Transition
to Housing Act of 2009

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I. Introduction

Snohomish County is the Collaborative Applicant (CA) for the Everett/Snohomish County Continuum of Care. Staff support is provided to the Continuum of Care Board by Snohomish County Office of Community & Homeless Services (OCHS). The standards contained within this document shall be applied to all projects funded within the Everett/Snohomish County Continuum of Care. Standards which apply only to subrecipients of Snohomish County will be differentiated by the term “Subrecipient”; all other standards will refer to “Project”.

Purpose for Standards

The purpose of the *Standards* is to:

- ✓ Provide detail on participant eligibility;
- ✓ Outline the allowable activities; and
- ✓ Provide standards for documenting eligibility.

This document is incorporated into Snohomish County’s Exhibit A and local policies and procedures are subject to change at any time.

Overview of the HEARTH Act

The Department of Housing and Urban Development Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) was signed into law on May 20, 2009. The HEARTH Act reauthorizes the McKinney-Vento Homeless Assistance Act of 1987, but with some important changes, including:

- The consolidation of HUD’s competitive grant programs, the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
- The revision of the Emergency Shelter Grants programs and renames it as the Emergency Solutions Grant Program;
- The creation of a Rural Housing Stability Assistance Program;
- A change in HUD’s definition of homelessness and chronic homelessness;
- A simplified match requirement;
- An increase in prevention resources; and,
- An increase in emphasis on performance.

The HEARTH Act implementation is occurring in stages, including the publication of the following regulations:

❖ Definition of Homeless (Final Rule) Docket No. FR-5333-F-02

This final rule was published on December 5, 2011 and provided the definition of “homeless”, “disability”, and “developmental disability”. Additionally, the rule established clear recordkeeping requirements for verifying eligibility to receive assistance.

❖ **Emergency Solutions Grant (Interim Rule) 24 CFR § 576**

The interim rule revises the Emergency Shelter Grants program and renames it the Emergency Solutions Grants program to broaden existing emergency shelter and homelessness prevention activities and to add short and medium-term rental assistance and support services to rapidly rehouse homeless people. There is now a greater emphasis on helping people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The key changes that reflect this new emphasis are the expansion of the homeless prevention component and the addition of the rapid rehousing assistance component.

❖ **Conforming Amendments to the Consolidated Plan (Interim Rule) 24 CFR §91**

This interim rule updated the annual action plan requirements, revising the homeless needs narrative to describe the local one-year goals and specific action steps for reducing and ending homelessness. In addition, the ESG narrative section was revised to include new requirements such as written standards for the provision of ESG assistance, performance standards for evaluating ESG activities, and a homeless outreach and consultation strategy.

The annual report requirements were updated to include an evaluation of the jurisdiction's progress in meeting its specific objectives in reducing and ending homelessness. The ESG narrative section was also revised to include additional reporting information on ESG, including the evaluation of the outcomes for ESG activities measured under the new performance standards developed.

❖ **Homeless Management Information System (Pending)**

❖ **Continuum of Care (Interim Rule) 24 CFR §578**

The Continuum of Care (CoC) Interim Rule was published on July 31, 2012 and took effect on August 30, 2012. The purpose of the regulation is to:

- ✓ Codify the CoC Planning Process;
- ✓ Return individuals and families who experience homelessness to permanent housing in less than 30 days;
- ✓ Consolidate the Supportive Housing Program (SHP), Shelter Plus Care Program (SPC) and the Section 8 Moderate Rehabilitation Program;
- ✓ Promote a community wide commitment to the goal of ending homelessness;
- ✓ Provide funding to quickly rehouse homeless individuals and families while minimizing trauma and dislocation;
- ✓ Promote access to mainstream benefits;
- ✓ Optimize self-sufficiency;
- ✓ Provide funding to support the CoC structure & process; and
- ✓ Codify the CoC structure & process.

❖ **Rural Housing Stability Assistance Program (Proposed Rule)**

The overall goal of the HEARTH Act is to reduce and ultimately end homelessness in Snohomish County by reducing the duration of time people spend homeless and reducing recidivism back into homelessness. Currently, Snohomish County has funding through the Emergency Solutions Grant Program and the Continuum of Care Program to undertake projects which work toward this goal.

II. Program Overviews

a. Emergency Solutions Grant Program

The ESG program is designed to respond to crisis and provide emergency assistance to prevent homelessness and enable homeless individuals to move toward independent living. ESG funds are authorized under the McKinney-Vento Homeless Assistance Act and are intended to help improve the quality of existing emergency shelters for the homeless, make additional shelters available, meet the costs of operating these facilities, rapidly re-house homeless individuals and families, provide essential services to them, and to prevent homelessness. ESG projects will be required to assist people in moving to permanent housing and reduce the time spent in shelters and on the streets.

Recent changes to ESG funding have further defined the purpose and expanded the breadth of activities and going forward, the funds will be used for a variety of assistance, including: *Emergency Shelter, short or medium-term Rental Assistance, Housing Search and Placement, and Housing Stability Case Management*. The homeless prevention component includes various housing relocation and stabilization services and short and medium-term rental assistance. The rapid re-housing component includes similar services and assistance to help people who are homeless move quickly into permanent housing and achieve stability in that housing. The funds under this program are intended to target individuals and families who would be unsheltered but for this assistance. Snohomish County is a Recipient of HUD ESG Program funds and will administer this award for eligible agencies referred to herein as Subrecipient.

b. Continuum of Care Program

The Continuum of Care (CoC) Program consists of projects which provide housing and supportive services to formerly homeless individuals and families. The goal of projects funded under the CoC Program is to assist individuals and families with attaining and sustaining permanent housing as quickly as possible. In Snohomish County, CoC Program funds are currently used to support various Transitional and Permanent Supportive Housing projects as well as a Supportive Service Only project. In addition to these allowable project components, the interim rule also allows funding to be used to provide Rapid Rehousing, and to a limited degree, Prevention.

Snohomish County is the recipient for the majority of the awarded projects under the Continuum of Care. The County, as the Collaborative Applicant (CA) for the Everett/Snohomish County Continuum of Care, contracts with various non-profit service providers to carry out these projects. These agencies will be referred to herein as Subrecipient. Within the Everett/Snohomish County CoC, some agencies may also have direct contracts with HUD.

Policy on Project Selection

Annually, HUD publishes a Notice of Funding Availability (NOFA) for the CoC Program competition. The County will notify community members and key stakeholders that the application is available and will publish all parts of the CoC Consolidated Application on the Snohomish County website with a deadline for project applications to be submitted to the County. During this competitive process, the County develops objective scoring criteria based on the criteria from the NOFA and local priorities that are consistent with the Federal Strategic Plan to Prevent and End Homelessness. The Project Review

Committee (PRC), an independent body, scores projects locally and recommends projects for funding. The County shall notify project applicants in a timely manner, per the NOFA guidelines, whether the project application(s) will be included in the CoC Consolidated Application submission. If a project is not recommended for funding, the County will notify the project applicant, in writing, of this decision.

These guidelines will be updated as necessary throughout the grant period and will continue to expand and include a variety of project components. The County reserves the right to revise the guideline as deemed necessary and will to the extent practicable or as required by HUD, consult with the Everett/Snohomish County Continuum of Care, ESG subrecipients, CoC recipients/subrecipients, homeless or formerly homeless or other interested parties.

III. Coordination Among Providers

The County and the Continuum of Care have been engaged in planning activities to:

- ✓ increase systems coordination among the various housing and service providers;
- ✓ improve access for participants;
- ✓ better target funding; and
- ✓ better address the housing and service needs in our community.

The County, CoC and ESG (Sub)/Recipients will coordinate and integrate, to the maximum extent practicable, CoC and ESG-funded activities as well as other homeless programs within the area covered by the Everett/Snohomish County CoC with other mainstream housing, health, social services, employment, education, and youth programs, including those in 24 CFR § 576.400(b) and (c).

a. Coordinated Entry and Assessment System

The Continuum of Care's Coordinated Entry and Assessment system (CEA) has been developed in accordance with the HUD Continuum of Care Regulations. Participation in this system is mandatory for ESG and CoC (Sub)/Recipients. See the Snohomish County Continuum of Care: Coordinated Entry Process and Policies, incorporated herein by reference.

b. Fair Housing and Equal Opportunity

i. *Affirmatively Furthering Fair Housing*

Agencies shall market housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or handicap; and, shall provide program applicants and participants with information, in writing, on their rights and remedies under applicable federal, State, and local fair housing and civil rights laws. 24 CFR 578.93(c). These written materials shall be submitted to the County as an attachment to the agency's Management Plan, as required by Exhibit B of the contract, effective FY2013. The County shall review these documents for potential violations of fair housing laws and shall assist agencies in coming into compliance with this requirement. If the County encounters a condition or action that impedes fair housing choice, the County shall work with the applicable jurisdiction(s) that provided the Certification of Consistency with the Consolidated Plan to address and remedy the violation(s). 24 CFR 578.93(c)(2).

ii. *Integration and Accessibility*

Housing and supportive services must be offered in an integrated manner, such that persons with disabilities may enjoy a meaningful life within the community. See *Olmstead v. L.C.* (527 U.S. 581 (1999) 138 F.3d 893). Agencies shall offer housing and supportive services to enable individuals with disabilities to interact with nondisabled persons to the fullest extent possible. 24 CFR 578.93(d). Reasonable accommodations and modifications must be offered when appropriate.

iii. *Preventing Involuntary Family Separation*

In an effort to maintain family unity, for housing serving families with children, the age and gender of a child under age 18 shall not be used as a basis for denying any family's

admission. 24 CFR 578.93(e). Additionally, agencies may not deny admission to any member of the family (e.g., 15-year old son).

iv. *Prioritized Subpopulations and Fair Housing Implications*

The County shall comply with applicable civil rights laws, including the Fair Housing Act. Within this framework, the County has established subpopulations to be prioritized for housing and services that align with the identified needs of the local community and the goals of the Federal Strategic Plan to End Homelessness. The County may prioritize subpopulations as long as doing so does not discriminate against any protected class under federal nondiscrimination laws in 24 CFR 5.105; the CoC may also prioritize subpopulations who need the specialized supportive services that are offered by the project. 24 CFR 578.93(b)(2) and (7).

- *Dedicated versus Prioritized*

Projects and/or beds that are *dedicated* to serving a specific subpopulation must continue serving only this subpopulation. (For instance, a permanent supportive housing project that is dedicated to serving chronically homeless individuals must continue serving only chronically homeless individuals). Projects and/or beds that are not currently dedicated to serving a specific subpopulation must give the designated subpopulations priority for admission, in the order in which they are listed, when a bed becomes available through turnover. This means that if two otherwise eligible individuals are seeking admission into the program, one who falls within the designated prioritized subpopulation and one who does not, the agency may give priority to the former individual. **For both dedicated and prioritized beds, if there are no persons on a waiting list or applying for entrance to the program who fall within the dedicated or first priority subpopulation, agencies should not hold the unit vacant, but instead should serve the next prioritized subpopulation who may benefit from the services being provided.**

- *Fair Housing Implications*

The Local Standards establish priority subpopulations by project type (i.e. Permanent Supportive Housing); agencies may not set more restrictive priorities unless a federal statute or executive order specifically authorizes this limitation, or unless expressly authorized by 24 CFR 578.93(b)(1) to (7). For instance, while a Permanent Supportive Housing project may prioritize chronically homeless persons with a qualifying disability per the Local Standards, beds may not be reserved to persons with a *specific* disability (i.e. physical disability). If an individual who is otherwise qualified but who does not have a *physical* disability seeks admission and would benefit from the services offered, this person may not be excluded from the project. Alternatively, for example, agencies may reserve beds to persons with HIV/AIDS if the housing also receives funding from the Housing Opportunities for People with AIDS program (HOPWA).

IV. Policies & Procedures

In order to best meet the needs of the community and in accordance with the 24 CFR §576 and 24 CFR § 578, steps are being taken to establish consistent practices in regards to assessment, intake, services, and exits for all homeless housing programs within the Everett/Snohomish County Continuum of Care. The following policies and procedures will outline the local standards as determined by The Partnership to End Homelessness.

a. Emergency Shelter

i. Policies Governing Stays in Emergency Shelter

1. Admission

Participants in Emergency Shelter programs will be deemed eligible in accordance with funding requirements, including ESG regulations, applicable NOFAs and project specific criteria as outlined in the project application and as further defined in the contract.

To the extent practicable, projects will prioritize individuals and families who are currently living in Snohomish County, who have an identified prior residence as living in places not designed for, or not ordinarily used as, a regular sleeping accommodation including a car, a park, an abandoned building, a bus or train station, an airport, or a campground. The majority of individuals and families served by ESG funded projects will come from this type of prior residence.

Agencies that are defined as Victim Service Providers (see “Safeguards, Safety and Shelter Needs of Special Populations” in Section IV, subpart e) will serve individuals and families who are fleeing or attempting to flee domestic violence (see Category 4, Table 5.1, for additional details) exclusively.

2. Diversion and Referrals

Reasonable efforts must be made to divert households from entering emergency shelter. The intent is to catch people who are losing housing before they enter the homeless system. If homeless persons have contacted emergency shelters they may be provided prevention assistance so that they remain in existing housing, move to other permanent housing, or are connected quickly to permanent housing. Coordination between Emergency Shelters, Rapid Re-Housing, and Prevention programs is required to help persons find short-term emergency assistance. To the extent practicable, projects will refer households to Rapid Rehousing and Prevention programs to prevent them from entering shelter or assisting them to rapidly exit shelter. When prevention and rapid rehousing are either inappropriate or unavailable, projects will refer families to other resources in the community in order to best meet the individuals’ and families’ needs.

The tracking of diversion and referral efforts requires that information be collected on those seeking emergency shelter. Information pertaining to the appropriate referrals or the alternative intervention will be recorded in HMIS. The specific information will be outlined as Coordinated Entry is implemented community-wide.

3. Length of Stay

The overarching goal of ESG projects is to reduce the time spent homeless. ESG emergency shelter funds are intended to respond to crisis and provide short-term emergency assistance to enable homeless individuals to move toward independent living by obtaining permanent housing as quickly as possible. Projects funded with ESG must operate a maximum 90 day program model. To the extent practicable, individuals and families will be assisted in obtaining housing within 30 days of entry into the emergency shelter. All ESG-Funded shelters will strive to reduce the average length of stay (which includes transitional housing assisted with ESG funding). However, persons may stay longer in order to prevent them from becoming homeless, on the streets, or other places not meant for human habitation.

The County will work with the Continuum of Care Partners to develop a policy for the maximum allowable length of stay in emergency shelter as well as identify benchmarks to enhance efficient utilization of the homeless services system. These policies and benchmarks will be updated during the applicable funding rounds. Updates will be communicated through an attachment to this document. Subrecipients will also find these updates in their contracts.

4. Exiting

To the degree practicable, persons exiting from emergency shelter will be assisted in accessing housing that best fits their needs, with a preference for assisting people to access permanent housing. Exits may also include persons entering treatment facilities to address mental health, substance abuse, or medical needs. Providers will coordinate with the treatment provider to support a successful transition. When possible, housing options or other resources should be provided at exit, so that persons have knowledge of where to go when treatment is completed.

ii. Policies Governing Essential Services Related to Emergency Shelter

Each individual and family will be assessed to identify needs and barriers to obtain housing and increased self-sufficiency. An initial evaluation and assessment must be completed at program entry, including verifying and documenting eligibility. If a person's stay in Emergency Shelter is longer than 30 days, then the agency must reassess and document the need for continued services every 30 days, while they continue in shelter. Transitional Housing Projects funded under ESG must reassess the need for continued services every 90 days. The reassessment must show that the person or household needs additional time in shelter or their housing program to obtain other housing, and would be unsheltered without ESG assistance.

Each person or family must have an individualized housing stability/service plan in place. This plan is to be completed at program entry, updated at least every 30 days for Emergency Shelter, and updated every 90 days for Transitional Housing funded with ESG. The plan will be derived from the assessment and include at a minimum, housing stability goals and other goals as appropriate to the essential services identified in the agency's ESG Application and Statement of Work. Each individual or family will participate in developing their own individualized housing stability/service plan to obtain housing and maintain housing stability after ESG funded assistance ends.

Agencies may use their current evaluation and assessment form, reassessment form, tracking method, and housing stability/service plan, or develop new forms or other tracking methods. The evaluation, assessment, re-assessment, housing stability/service plan, and goals must be documented according to the agency's protocols for documentation, and at minimum must be in a format that is readily available for monitoring. Essential services must be tied directly to the needs and barriers identified in the assessment and agencies are encouraged to build on the individual or families strengths to attain housing stability and increased self-sufficiency.

Obtaining appropriate housing, especially permanent housing, and addressing the most immediate and manageable barriers will be the priority for emergency shelters. Given the expected short period of assistance, the focus will need to be on those barriers that can be addressed during the timeframe of assistance. In addition, each individual or household will have a housing stability/service plan that may include longer-term solutions to other barriers or risk-factors that might destabilize a household after assistance has ended.

b. Transitional Housing (CoC only)

The policies and procedures in this section (IV, b) apply only to Transitional Housing funded under the Continuum of Care.

i. Admission

To the extent practicable, projects will prioritize individuals and families who are currently living in Snohomish County, cannot be more appropriately served by another program or system of care, have an identified prior residence as living in places not designed for, or not ordinarily used as, a regular sleeping accommodation including a car, a park, an abandoned building, a bus or train station, an airport, or a campground, lacks a support network and have no other options or resources for housing.

ii. Service Requirement

For a transitional housing project, supportive services must be made available to residents throughout the duration of their residence in the project. Services must be necessary to assist program participants obtain and maintain permanent housing. Projects must conduct an annual assessment of needs of program participants and adjust services accordingly.

Services may also be provided to former residents of transitional housing for no more than 6 months after leaving transitional housing to assist their adjustment to independent living.

iii. Exiting

The sole purpose of transitional housing is assist individuals and families to obtain permanent housing. Except in extenuating circumstances, individuals and families will exit transitional housing to permanent housing.

c. Prevention Assistance (ESG Only) & Rapid Rehousing Assistance (ESG & CoC)

ESG funds may be used for Prevention Assistance. However, there is insufficient data available at this time which would allow for efficient use of funds. No one demographic, condition, nor any combination has yet been shown to correlate with a reliable probability of becoming literally homeless but for Prevention Assistance. For this reason, our community's investment in this model is conservative and programs are urged to target funds strategically.

Rapid Rehousing is a type of permanent housing that offers supportive services, as needed, and/or short-term (up to 3 months) or medium-term (3 to 24 months) tenant-based rental assistance (TBRA) in order to help homeless individuals or families move as quickly as possible into permanent housing and achieve stability. 24 CFR 578.37(a)(1)(ii). Participants may locate housing of their choice in the private rental market within Snohomish County.

For CoC-funded projects, participants must sign a lease for a minimum term of one year that is renewable and terminable only for cause. Housing is subject to additional requirements, such as housing quality standards (HQS), rent reasonableness, documentation of a lease and sublease, and other documents as required by the Local Standards. See below.

i. Admission

Prevention and Rapid Rehousing assistance will be prioritized for individuals and families, who are currently living in Snohomish County, cannot be more appropriately served by another program or system of care, lack a support network and have no other options or resources for housing. All participants served under Prevention and Rapid Rehousing must meet the appropriate eligibility standards in Table 5.1 for family type, homeless status, and income. People who have been homeless previously, have received prevention assistance in the past, or have a history of chronic homelessness will be prioritized. In addition, Prevention programs must collect documentation that participants would become homeless but for this assistance. Re-evaluation of eligibility is required at least annually for those receiving medium term assistance or ongoing services and must be documented in each client's file.

ii. Service Requirement

Prevention and Rapid Rehousing projects must require the program participant to develop a plan on how they will retain permanent housing after assistance ends and meet with a case manager not less than once per month to assist the program participant in maintaining long-term housing stability as set forth in 24 CFR § 578.37(a)(1)(ii)(F) for CoC and 24 CFR § 576.401 (e)(1)(i) for ESG.

***Exception:** Subrecipients who also receive funding under the Violence Against Women Act of 1994 (VAWA) or the Family Violence Prevention and Services Act (FVSP) are exempt from the requirement to meet with program participants monthly because these programs prohibit making housing conditional on the program participant's acceptance of services (see § 576.401(e)(2)).

iii. Other Requirements

Supportive services include a wide range of services for CoC (see Table 6.10). Supportive services are more limited with ESG funds and may only be used to provide housing relocation and stabilization services. All supportive services will be provided as necessary to help an individual or family maintain permanent housing, or move as quickly as possible into permanent housing and achieve stability in that housing. ESG Prevention and Rapid Rehousing assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR §§ 576.104 and 576.105, the short and medium term rental assistance requirements in 24 CFR § 576.106, and the written standards and procedures established under 24 CFR § 576.400.

For households seeking permanent housing, housing stability case management may not exceed thirty (30) days. Once permanent housing is obtained, case management may not exceed twenty four (24) months during the period which the program participant is living in permanent housing. ESG Prevention and Rapid Rehousing projects must follow evaluation and program participant eligibility rules and regulations as set forth in 24 CFR § 576.401(a) through (e).

iv. *Rent Subsidy Models*

ESG and CoC funds may be used to provide short-term (up to 3 months) or medium-term (4 to 24 months) rental assistance over a 3-year period. Funding requirements may be further limited or defined by the Everett/Snohomish County Continuum of Care in NOFA's or RFP's but at a minimum, all participants served under the Prevention and Rapid Rehousing Programs must have an identified rent subsidy model prior to receiving assistance or moving into a unit and this must be consistent throughout their term of service. The steps must be known (and documented) in advance and act as deadlines for increasing income. Whether rent subsidy is based on client income or a fixed rate, the subsidy declines in "steps" until the household assumes full responsibility for monthly housing costs either by:

- using a fixed timeline; or
- when the individual has reached specific goals

Rent assistance will be graduated, so the participant's share of rent will increase until they pay full rent. Should a participant experience a situation that prevents them from achieving the graduated subsidy goal, then the subsidy may be extended or adjusted with a revised graduated subsidy established. Participants must be in compliance with the program and working on their housing stability plan to be considered for an extension or revised graduated subsidy plan.

Participants may receive up to two subsequent financial assistance payments after their graduated subsidy has ended, if they were compliant with their housing stability plan and they experienced a hardship that prevented them from making their payment. Hardships may include a job loss or reduction in pay/hours, medical expenses, or other similar situation. The participant must not have exited the program to receive assistance. However, at no time may the rental assistance exceed 24 months in any three (3) year period.

v. *Duration of Assistance*

ESG Prevention funds are intended to prevent individuals and families from moving into an emergency shelter or place not meant for human habitation thus becoming homeless. Rapid Rehousing funds are intended to help families move as quickly as possible into permanent housing and achieve stability in that housing. Funds are used to assist households to remain in permanent housing and regain stability. Or, where the current housing does not meet the household's needs, the household may move to more suitable housing. Households can receive up to 24 months of assistance during any three (3) year period, although the assistance may be further limited or defined by the Everett/Snohomish

County Continuum of Care. A graduated subsidy model must be identified and applied to all households as outlined above in Section IV(c) (4).

Prior to the assistance ending, a plan must be in place that identifies how the household will maintain stability in permanent housing. If the participant is not yet able to retain permanent housing, they will be re-assessed. Persons may receive additional assistance longer to prevent them from becoming homeless, on the streets, or other places not meant for human habitation. However, participants may not receive more than 24 months of rental assistance in any three (3) year period. For CoC-funded projects, supportive services may continue for no more than 6 months after rental assistance has ended.

d. Permanent Supportive Housing

i. Admission

Through the CoC's Coordinated Entry and Assessment system, families and individuals currently residing in Snohomish County who are and have been living in places not designed for, or not ordinarily used as, a regular sleeping accommodation including a car, a park, an abandoned building, a bus or train station, an airport, or a campground; who cannot be more appropriately served by another program or system of care and have no other options or resources for housing; and, who meet the criteria of chronic homelessness will be prioritized to receive permanent supportive housing assistance.

ii. Service Requirement

Permanent Supportive Housing Projects must provide supportive services for the residents which enable them to live as independently as is practicable throughout the duration of their residence in the project. Services must be necessary to assist program participants obtain and maintain housing. Projects must conduct an annual assessment of needs of program participants and adjust services accordingly.

iii. Treatment

Tenants receiving rent assistance are permitted to be out of their unit for the purpose of brief institutional stays (jail, hospital, treatment) for a period not to exceed 90 days per occurrence.

iv. Exiting

Permanent Supportive Housing is intended to be available to participants for as long as it provides housing assistance which meets their needs. Successful exits from Permanent Supportive Housing include:

- Owned by client, no ongoing housing subsidy
- Owned by client, with ongoing housing subsidy
- Exiting to another permanent supportive housing program
- Rental by client, no ongoing housing subsidy
- Rental by client, other (non-VASH) ongoing housing subsidy
- Staying or living with family or friends, for a permanent tenure
- Exiting with a VASH subsidy

e. All Project Types

Safeguards, Safety and Needs of Special Populations

i. Victim Service Providers

The term 'victim service provider' means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault, or stalking. Such term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs, and other programs (401(32) McKinney-Vento Act).

Projects serving individuals or families qualified under Category 4 (persons fleeing or attempting to flee violent situations) must follow all related Federal and state laws, follow confidentiality policies, and have written policies and procedures regarding the provision of specific services to meet the safety and special needs of this population.

ii. High Needs

Projects serving individuals and families with very high needs must provide shelter and services that meet the special needs for these populations.

iii. Imminent Threat of Harm

Program participants who are receiving *Tenant Based Rental Assistance* and have complied with all program requirements during their residence and who have been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believe they are imminently threatened by harm from further domestic violence, dating violence, sexual assault, or stalking (which would include threats from a third party, such as a friend or family member of the perpetrator of the violence), if they remain in the assisted unit, and are able to document the violence and basis for their belief, may retain the rental assistance and move to a different Continuum of Care geographic area if they move out of the assisted unit to protect their health and safety. Projects must retain a record of the Imminent Threat of Harm for both participants who enter and exit under provisions as described at 24 CFR § 578.51(c)(3).

iv. Education Services

Through the CoC's CEA system, the educational needs of children and youth are accounted for, to the maximum extent practicable, and families with children and unaccompanied youth are placed as close as possible to the school of origin so as not to disrupt the children's education. Projects that serve homeless families with children and/or unaccompanied youth must have policies and practices in place that are consistent with the laws related to providing education services to children and youth. These projects must have a designated staff person to ensure that children and youth are enrolled in school and receive education services, as appropriate. 42 U.S.C. 11432 et. seq. Homeless families with children and unaccompanied youth must be informed of their eligibility for McKinney-Vento education services. Agencies shall maintain documentation in the participant's case file to demonstrate that these requirements have been met.

v. *Veterans*

Projects serving homeless veterans must prioritize those veterans who are ineligible for Veterans Affairs (VA) services, and work closely with the local Department of Veterans Affairs and coordinated resources with VA-funded housing and services (e.g. HUD-VASH, Supportive Services for Veteran Families (SSVF)). Through the CoC's CEA system, veterans will be screened for eligibility for VA-funded housing and/or services.

vi. *Housing First*

Agencies operating permanent housing projects (including Rapid Rehousing and Permanent Supportive Housing) are encouraged to use a Housing First model to facilitate homeless individuals' and families' rapid return to housing. A housing first approach allows eligible homeless individuals and families to enter the project without barriers, such as income or sobriety requirements, or service participation requirements. Application and admission policies should be as streamlined and short as possible to move eligible individuals and families into permanent housing as quickly as possible.

V. Participant Eligibility

Eligibility for assistance under CoC and ESG Programs is determined by HUD Regulations 24 CFR § 578, and 24 CFR §576 respectively. Eligibility is further defined by project component. The table below provides an overview of eligibility by component and household type. Eligibility may be further restricted by the contract.

Table 5.1	Eligibility By Component							
Component	Household Type	Homeless Status Category*			Income		Disability	Chronic Homeless
		1	2	4	30%	50%		
Shelter	All	X		X	N/A			
Prevention	Individual		X	X	X			
Prevention	Family		X	X	X			
RRH	Individual	X			P	S		
RRH	Family	X			P	S		
Transitional	All	X		X	CoC = N/A, ESG see “Shelter”			
PSH	All	X			N/A		X	P
PSH - CH	All	X			N/A		X	X
P = Primary Focus S = Secondary Focus X = Required N/A = Not Applicable *See Table 5.2 for corresponding categories								

In order to receive assistance, persons must meet the HUD definition of homeless as detailed in Table 5.2 for the duration of their participation in ESG projects, and at entry for CoC projects.

<i>Table 5.2</i>		Homeless Eligibility Criteria	
#	Description	Program Type	Criteria
1	Literally Homeless	<i>Emergency Shelter</i>	A household is literally homeless if they lack fixed, regular & adequate nighttime residence, meaning:
		<i>Transitional Housing</i>	<ul style="list-style-type: none"> Sleeping in a place not designed for, or not ordinarily used as, a regular sleeping accommodation, including a car, a park, an abandoned building, a bus or train station, an airport, or a campground.
		<i>Rapid Rehousing</i>	<ul style="list-style-type: none"> Living in a shelter designated to provide temporary living arrangements, including congregate shelters, transitional housing, hotels/motels paid for by charitable organizations, or federal/state/local government programs.
		<i>Permanent Supportive Housing</i>	<ul style="list-style-type: none"> Exiting an institution such as a jail or hospital where they resided for 90 days or less AND was residing in an emergency shelter or place not meant for human habitation immediately before entering the institution.
2	Imminent Loss of Housing	<i>Emergency Shelter</i>	A household that will imminently lose their primary nighttime residence provided that:
		<i>Transitional Housing</i>	<ul style="list-style-type: none"> The residence will be lost within 14 days of the application for assistance
		<i>Prevention</i>	<ul style="list-style-type: none"> No subsequent residence has been identified; AND The individual or family lacks the resources or support networks needed to obtain other permanent housing
3	Unaccompanied Youth	<i>Not Applicable</i>	<i>Snohomish County is not currently pursuing projects for which this definition would apply</i>
4	Fleeing or Attempting to Flee Domestic Violence	<i>Emergency Shelter</i>	Households fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life threatening conditions related to violence, who:
		<i>Transitional Housing</i>	<ul style="list-style-type: none"> have no identified subsequent residence; AND
		<i>Prevention</i>	<ul style="list-style-type: none"> lack the resources and support networks needed to obtain other permanent housing.

Income 24 CFR 576.103

Income limits are based on Area Median Income and updated at least annually by HUD. Projects which have an income eligibility requirement must ensure they are using the most current information available. Current income limits can be found at <http://www.huduser.org/portal/datasets/il.html>

Disability (Docket No. FR-5333-F-02)

Persons must have a disabling condition which meets the definition below in order to qualify for Permanent Supportive Housing Assistance.

<i>Table 5.3</i>	<i>Disabling Condition</i>
Physical, Mental or Emotional Impairment	
A person shall be considered to have a disability if he or she has a disability that:	
(i)	is expected to be long-continuing or of indefinite duration;
(ii)	Substantially impedes the individual's ability to live independently;
(iii)	Could be improved by the provision of more suitable housing conditions; and
(iv)	Is a physical, mental, or emotional impairment, including impairment caused by alcohol or drug abuse, posttraumatic stress disorder, or brain injury.
Developmental Disability	
A person will also be considered to have a disability if he or she has a developmental disability, as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)	
HIV/AIDS	
A person will also be considered to have a disability if he or she has acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).	
Other Considerations	
Notwithstanding the preceding provisions of this definition, the term <i>person with disabilities</i> includes, except in the case of the Single Room Occupancy (SRO) component, two or more persons with disabilities living together, one or more such persons living with another person who is determined to be important to their care or well-being, and the surviving member or members of any household described in the first sentence of this definition who were living, in a unit assisted under this part, with the deceased member of the household at the time of his or her death. (In any event, with respect to the surviving member or members of a household, the right to rental assistance under this part will terminate at the end of the grant period under which the deceased member was a participant.)	

Chronic Homelessness

Some projects under the CoC Program are specifically dedicated to serving or prioritize people who have had several episodes of homelessness or an extended duration of homeless, which is referred to as *Chronic Homelessness*. The 2010 Federal Strategic Plan to Prevent and End Homelessness prioritized ending chronic homelessness by 2015. The local 2010 Point in Time Count demonstrated that 234 individuals were experiencing chronic homelessness at the time of the count; in 2012 the number had dropped to 163.

Definition of Chronic Homelessness

An individual or a family with at least one adult member who has a disabling condition and who has either been continuously homeless for a year or more OR has had a least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless, persons must have been sleeping in a place not meant for human habitation (e.g., living on the streets) and/or in an emergency shelter/safe haven during that time.

Special Considerations for Serving a Person Who May be Undocumented

Eligibility for the receipt of public benefits is restricted by The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 which provides that people who are undocumented are not to receive public benefits. The Act further specifies how to inquire into a person's status. However, programs that are necessary for the protection of life or safety, which provide short-term shelter or housing assistance, non-cash services at the community level, which is not means-tested are exempt.

This exemption does not apply to permanent housing programs however. HUD clarifies this matter through the SHP Desk Guide as such, "[...] nonprofit organizations are not required to, but may, verify an applicant's citizenship or immigration status before providing assistance. If a nonprofit elects to verify citizenship or immigration status, they must follow the procedures required by the Act and should consult with their legal counsel on how to comply."

VI. Components and Eligible Activities

This section will help to determine and define the allowable activities within a project as defined by the project component under both ESG and CoC. Components define a type of project and have a set of allowable activities. Activities are a set of allowable costs. For example, a phone line for a case manager might be considered a Supportive Services Activity under the Transitional Housing Component for the CoC Program.

ESG and CoC Programs each have five eligible components which are detailed in Table 6.1(ESG) and Table 6.7(COC). Rapid Rehousing, Homeless Prevention and HMIS are allowable components of both funding sources. However, the activities that are allowable vary. Street Outreach and Emergency Shelter are eligible only under ESG. Permanent Supportive Housing, Transitional Housing and Supportive Services Only are unique to the CoC Program. As mentioned before, Transitional Housing is only eligible for funding under ESG if the project was funded under the Fiscal Year 2010 Emergency Solutions Grant. It is important to become familiar with the allowable activities under the funded component. The areas in grey are currently not being funded.

The funded components of a project are described in the contract with HUD for direct recipients or with Snohomish County for Subrecipients.

a. Emergency Solutions Grant i. **Eligible ESG Components**

<i>Table 6.1</i>	<i>ESG - Eligible Components</i>			
Street Outreach	Emergency Shelter	Homeless Prevention	Rapid Rehousing	HMIS

ii. **Eligible ESG Activities**

1. Street Outreach 576.101 (ESG Only)

ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people, referred to as Street Outreach. However, there are no Street Outreach projects being funded with ESG at this time. A policy will be developed at the time which the Everett/Snohomish County Continuum of Care chooses to fund projects under this component.

<i>Table 6.2</i>	<i>Street Outreach - Eligible Activities</i>				
Engagement	Case Management	Emergency Health Services	Transportation	Emergency Mental Health Services	Services for Special Populations

2. Emergency Shelter 576.102 (ESG Only)

Definition

Emergency Shelter is defined as any facility, where the primary purpose is to provide “a temporary shelter for the homeless in general, or for specific populations of the homeless people and which does not require occupants to sign leases or occupancy agreements. Any project that was funded under a Fiscal Year 2010 Emergency Solutions Grant may continue to be funded under ESG (24 CFR 576.2).” However, because of the limited number of funding sources for which emergency shelter costs are eligible, emergency shelter will be prioritized for funding under ESG.

Table 6.3		Emergency Shelter – Eligible Activities			
Essential Services					
Case Management		Child Care		Education Services	
				Employment Assistance & Job Search	
Outpatient Health Services		Legal Services		Life Skills Training	
				Mental Health Services	
Substance Abuse Treatment Services		Transportation		Services for Special Populations	
Renovation					
Shelter Operations					
Assistance Required Under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970					

3. Homeless Prevention 576.103 (ESG Only)

Definition

Homeless prevention provides housing relocation, stabilization services and short and medium term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in Category (1) of Table 5.2. Snohomish County is not currently pursuing projects for which this definition would apply. A policy will be developed at the time which the Everett/Snohomish County Continuum of Care chooses fund projects under this component.

Table 6.4	Homeless Prevention – Eligible Activities	
Housing Relocation & Stabilization Services		Short &/or Medium Term Rental Assistance

4. Rapid Rehousing 576.104 (ESG)

Definition

Rapid rehousing provides housing relocation, stabilization services and short-term and medium-term rental assistance to help an individual or family that is homeless move as quickly as possible into permanent housing and achieve stability in that housing.

For a comparison of costs and activities between ESG and CoC, see Appendix D.

<i>Table 6.5</i>	<i>Rapid Re-Housing – Eligible Activities</i>
Housing Relocation & Stabilization Services	Short &/or Medium Term Rental Assistance

5. HMIS Component 576.107

Section 416(f) of the McKinney-Vento Act requires for the first time that projects receiving funding under ESG programs participate in Homeless Management Information System HMIS. The interim rule makes certain costs eligible to the extent necessary to enable this participation. HUD will soon be publishing a proposed rule on HMIS to establish in 24 CFR part 580 provisions, the regulations that will govern HMIS. Please *note, the HMIS Component varies between the ESG and CoC Regulations. See Section VI(b)(ii)(5) for CoC information.*

County policy is to share HMIS funds with Subrecipients. The amount available will be determined at the time of award and through the contracting process and shall be based upon funding available. If a Subrecipient receives funding allocated for HMIS costs, they must track the time spent entering HMIS data separately on a timesheet and provide back-up documentation when requested. A different line item will be provided on Subrecipient Invoices with the expectation of the HMIS time being reported separately.

6. Administrative Costs

<i>Table 6.6</i>	<i>ESG Administrative Costs</i>
Snohomish County Human Services Department retains all administrative funds to manage contracts, complete monitoring and cost reimbursement activities.	

b. Continuum of Care

i. Eligible CoC Components

<i>Table 6.7</i>	<i>CoC - Eligible Components</i>			
Permanent Housing (PH)	Transitional Housing (TH)	Supportive Services Only (SSO)	HMIS	Prevention (HPC* Only)
<i>Including:</i>				
PSH** RRH***				

*High Performing Community (as designated by HUD)

**Permanent Supportive Housing

***Rapid Rehousing

1. Permanent Housing

Per 24 CFR § 578.37(a)(1), Permanent Housing is community-based housing, the purpose of which is to provide housing without a designated length of stay. Under the CoC Program, Permanent Housing includes both Permanent Supportive Housing and Rapid Rehousing.

1. *Permanent Supportive Housing*

Definition

Per 24 CFR §578.37(a)(1)(i), Permanent Supportive Housing provides assistance to individuals with disabilities and families in which one adult or child has a disability. Supportive Services designed to meet the needs of the program participant must be made available to the participant.

2. *Rapid Rehousing*

Definition

Per 24 CFR § 578.37(a)(1)(ii), Continuum of Care funds under Rapid Rehousing may be used to provide supportive services and/or short-term (up to 3 months), or medium-term (3 to 24 months) tenant based rental assistance. For a comparison of costs and activities between ESG and CoC, see Appendix D.

Snohomish County is not currently funding projects for which this definition would apply. Applicable policies will be developed at the time which the Everett/Snohomish County Continuum of Care chooses to pursue projects under this component.

Lease Requirements for Permanent Housing (PSH & RRH):

- Initial lease for term of one year
- Terminable only for cause
- Automatically renews upon expiration (goes month-to-month)

2. *Transitional Housing 24 CFR § 578.37(a)(2)*

Definition

Transitional housing is housing which facilitates the movement of homeless individuals and families to permanent housing within 24 months.

Limitation on Transitional Housing 24 CFR §578.79

If permanent housing for an individual or family has not been located or if the individual or family requires additional time to prepare for independent living, transitional housing may be extended beyond the 24 month limit. However, if more than 50% of participants remain in the project beyond 24 months, HUD may discontinue assistance for the project.

Lease Requirements for TH 24 CFR § 578.3

Program participants must sign a lease or occupancy agreement that is for a term of at least one month but no more than 24 months and cannot be extended.

3. *Supportive Services Only 24 CFR § 578.37(a)(3)*

Projects which contain a Supportive Services Only (SSO) component provide supportive services to unsheltered and sheltered homeless persons for whom the recipient or Subrecipient is not providing housing or housing assistance. The lack of housing or housing assistance provision is the defining difference between a project which is considered to be an SSO project, versus a project that is

considered to be transitional housing or permanent housing even if the only activities funded under the CoC are services.

4. *HMIS 24 CFR § 578.37(a)(4)*

Under the CoC, only the Homeless Management Information System (HMIS) Lead, in this case Snohomish County, may apply for a project with an HMIS component, however, HMIS may be an eligible cost for a Subrecipient if permitted by the contract. *Please note, the HMIS Component varies between the ESG and CoC Regulations. See Section VI(a)(ii)(5) for ESG information.*

5. *Prevention 24 CFR § 578.37(a)(5)*

Homelessness Prevention is an eligible component under the CoC Program only for communities which are designated as a High Performing Community(HPC) as defined by Subpart E of 24 CFR § 578. Snohomish County is not currently designated as an HPC.

ii. **Eligible CoC Activities**

The CoC Program allows for a number of different eligible activities. Each project's ability to expend funds for the costs listed below is limited by the project's component, project application, contract with the County and the NOFA.

Please note that the following is a list of all eligible activities under the CoC Interim Rule. Costs such as *CoC Planning Activities* and *UFA Costs* would only be eligible if the County was funded for such activities, and then only the County could bill to them. Acquisition, Rehabilitation, New Construction and Relocation are onetime costs and the County is not currently pursuing such activities due to limited funding. In the table below, activities have been shaded in grey to indicate that they are not billable.

<i>Table 6.8</i>		<i>Eligible Activities</i>	
CoC Planning Activities		UFA* Costs	Acquisition
Rehabilitation		New Construction	Leasing
Rental Assistance		Supportive Services	Operating Costs
HMIS	Project Administration	Relocation Costs	Indirect Costs

**Unified Funding Agency*

As mentioned above, the CoC Program authorizes a variety of eligible activities, however, projects may only charge costs to the grant which are agreed upon in the contract between the subrecipient and Snohomish County or the direct recipient and HUD. Therefore, activities which are not being utilized locally have not been included below.

1. *Leasing 24 CFR §578.49*

Uses

Leasing funds under the CoC Program may be used to lease a structure or individual units to provide housing or supportive services to homeless persons. Funds cannot be used to lease units or

structures owned by the recipient, subrecipient, their parent organization(s), or other organizations more fully described in 24 CFR 578.49(a) unless authorized by HUD.

Requirements

In order to access leasing assistance, participants must be eligible as described in section IV. Additionally, units must meet the Housing Quality Standards. Rent paid by the agency for a unit must be reasonable in comparison to similar units, cannot exceed comparable, unassisted units and cannot exceed Fair Market Rent. Leasing funds may be used to pay a security deposit but it must not exceed two months of actual rent. It is permissible to pay first and last month's rent. Projects must have a lease in place with their participants.

Leasing projects are not required to have participants contribute to their rent, but if they choose to charge tenants rent, the rent must be calculated in accordance with 24 CFR § 578.77, and cannot exceed 30% of the tenant's adjusted monthly income. Any tenant rent that is collected is considered Program Income and must be used for eligible costs in accordance with 24 CFR § 578.97.

Where utilities are included in the rent amount, utilities (electric, water, gas) are considered a leasing cost. Where the utilities are separate from the rent, they are considered an operating cost. Utilities for supportive services structures are considered a supportive services cost regardless of utilities being included or excluded from the rent amount.

2. Rental Assistance 24 CFR § 578.51

Rental assistance funds may be used to provide homeless individuals or families with short, medium or long term rental assistance as outlined below.

<i>Table 6.9</i>		<i>Rental Assistance</i>	
<i>Eligible Uses</i>			
Short Term		Medium Term	
<i>Up to 3 months</i>		<i>From 3 to 24 months</i>	
		Long Term	
		<i>>24 months</i>	
<i>Eligible Types</i>			
Tenant Based		Sponsor Based	
<i>Participants choose unit</i>		<i>Participants reside in housing owned or leased by Sponsor</i>	
		Project Based	
		<i>Units are provided through a contract with the owner</i>	

Other eligible costs under rental assistance:

- Vacancy – Up to 30 days from the end of the month
- Property Damage
 - Amount not to exceed one month's rent.
 - One time cost per participant at the time participant exits the unit
- Utility Reimbursement is allowable per 24 CFR § 5.632.

Requirements

In order to receive rental assistance, participants must be eligible as described in section V. The units must be rent reasonable as described in section XII and meet the Housing Quality Standards as described in section XI. Tenants must contribute toward their rent in accordance with 3(a)(1) of the US Housing Act of 1937 (42 USC 1437a(a)(1)). Income is calculated in accordance with 24 CFR 5.609

and 24 CFR 5.611a. Changes to rental payment must be made as changes are identified (no less than annually).

Contracting for and making rental assistance payment to landlords, as well as conducting Housing Quality Inspections are considered to be a service delivery cost of rental assistance and is therefore an eligible cost under this section.

3. *Supportive Services 24 CFR 578.53*

Supportive Services funds may be used to provide supportive services that address the special needs of program participants. Services must be limited to those which assist participants in obtaining and maintaining housing. Annual assessments of service needs are required and services should adjust accordingly. Where supportive services are provided within a facility, the costs of operation of the facility are eligible, including maintenance, repair, building security, utilities and equipment.

The following table is a complete list of eligible costs under this component, see 24 CFR 578.53(e) for additional details about what these costs include:

<i>Table 6.10</i>			<i>CoC Supportive Services – Eligible Costs</i>
Annual Assessment of Service Needs	Assistance with Moving Costs	Case Management	
Employment Assistance & Job Training	Food	Housing Search & Counseling Services	
Mental Health Services	Outpatient Services	Outreach Services	
Child Care	Education Services	Legal Services	
Life Skills Training	Substance Abuse Treatment Services	Transportation	
Utility Deposits		Direct Provision of Services	

4. *Operating Costs 24 CFR § 578.55*

Operating funds may be used to pay the day-to-day costs of operation of transitional and permanent housing in a single structure or individual units. Operating costs for supportive service facilities are considered supportive services; see section V, Continuum of Care Eligible Costs, Supportive Services.

<i>Table 6.11</i>				<i>CoC Eligible Operating Costs</i>
Repair & Maintenance	Property Tax & Insurance	Scheduled payments to reserve	Security*	
Electricity, Gas & Water	Furniture		Equipment	

**Where >50% of the units are paid for with grant funds*

5. *HMIS 24 CFR § 578.57*

Subrecipients must use CoC Program funds to pay the costs of contributing data to the Snohomish County Homeless Management Information System (HMIS).

<i>Table 6.12</i>		<i>CoC Eligible HMIS Costs</i>	
Purchasing/Leasing Computer Hardware	Purchasing Software or Software Licenses	Purchasing/Leasing Equipment (telephones, fax machines, furniture)	Obtaining Technical Support
Leasing Office Space	Electricity, Gas, Water, Phone Service, High Speed Data Transmission	Salaries for Operating HMIS	Costs of Staff to Travel and Attend HUD Sponsored/ Approved Training on HMIS
Staff travel Costs to Conduct Intake		Participation Fees Charged by the Lead	

6. *Project Administration 24 CFR § 578.59*

Projects funded under the CoC Program may apply for up to 10% of their project to pay for administrative costs. During the 2012 NOFA, local projects were limited to requesting no more than 7% in order to receive maximum points in this section of the application.

For projects through Snohomish County, administrative funds are split between the County (50%) and the Subrecipient (50%) for all projects unless determined otherwise by the County.

Staff and overhead costs directly related to carrying out eligible costs are considered eligible under those activities and are not considered project administration. For example, performing HQS inspections is an activity directly related to rental assistance and is therefore considered a rental assistance activity, not an administrative activity.

Table 6.13		CoC Eligible Administrative Costs	
General Management & Oversight			
Preparing Budgets & Schedules		Assure Compliance	
Monitoring for Progress & Compliance		Development of Agreements to Carry Out Program Activities	
		Coordinating Resolution of Findings	
Evaluating Results & Objectives		Managing/Supervising Staff Who Engage in General Management & Oversight	
Training on CoC Requirements		Environmental Reviews	

7. *Indirect Costs 24 CFR §578.63*

Indirect costs are eligible under the CoC Program and must be in accordance with OMB Circulars A-122.

VII. Documentation Standards for Eligibility for Assistance

Participants must be deemed eligible as described in Section V. The tables below describe the required documentation which must be clearly noted and documented in the participant's case file for each funding source and project component and details the type of documentation required to meet federal requirements and local standards.

<i>Table 7.1</i>		Eligibility Overview Required Documents by Funding & Component				
Funding	Component	Housing Status Category			Disabling Condition	Chronic Homelessness
		1	2	4		
ESG	Emergency Shelter	X	X	X		
	Transitional Housing*	X	X	X		
	Rapid Rehousing	X				
	Prevention		X	X		
CoC	Transitional Housing	X	X	X		
	Rapid Rehousing	X				
	PSH	X			X	
	PSH Chronic	X			X	X

*PY 2013 Only

<i>Table 7.2</i>		Homeless Verification - Documentation	
Housing Status	Served With	Documentation	
Literally Homeless (Category 1)	<i>Emergency Shelter</i>	1. Written observation by outreach worker; OR	
	<i>Rapid Rehousing</i>	2. Written referral by another housing or service provider; OR	
	<i>Transitional Housing</i>	3. Certification by the household seeking assistance/self declaration.	
	<i>Permanent Supportive Housing</i>	4. For households exiting an institution – one of the above AND discharge paperwork or written/oral referral, OR written record of intake worker's due diligence to obtain evidence AND self declaration by individual that they exited institution.	
Imminent Risk of Homelessness (Category 2)	<i>Emergency Shelter</i>	1. Court order resulting from an eviction action notifying the household they must leave; OR	
	<i>Prevention</i>	2. For household leaving hotel/motel that they were paying for, evidence that they lack the financial resources to stay; OR	
	<i>Transitional Housing</i>	3. Documented and verified oral statement; AND	

		<ul style="list-style-type: none"> a. Certification that no subsequent residence is identified; AND b. Self declaration or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.
Fleeing/ Attempting to Flee Domestic Violence (Category 4)	<i>Emergency Shelter</i> <i>Prevention</i> <i>Transitional Housing</i>	<p>For victim service providers:</p> <p>Self declaration /oral statement by the household seeking assistance which states: they are fleeing, they have no subsequent residence, and they lack resources. The statement must be certified by intake worker.</p> <p>For non-victim service providers:</p> <p>1. Self declaration/oral statement by household seeking assistance which states they are fleeing. The statement must be certified by intake worker.</p> <p>2. If the household is not jeopardized, the oral statement must be verified; AND the household must self declare that no subsequent residence has been identified; AND self declaration or other written documentation that the households lacks the financial resources and support networks to obtain permanent housing.</p>

<i>Table 7.3</i>	<i>Disability Verification</i>
1. Written verification of the disability from a professional licensed by the state to diagnose and treat the disability and his or her certification that the disability is expected to be long-continuing or of indefinite duration and substantially impedes the individual's ability to live independently; OR	
2. Written verification from the Social Security Administration; OR	
3. The receipt of a disability check; OR	
4. Intake staff-recorded observation of a disability that, no later than 45 days of the application for assistance, is confirmed and accompanied by evidence (as outlined in this table number 1, 2, 3 or 5)*; OR	
5. Other documentation approve by HUD.	

* Subrecipients are discouraged from admitting participants into their program without confirmation of a qualifying disability and documented evidence of that disability. Subrecipients that choose to admit participants under number 4 of the table above, do so at their own risk. If confirmation of disability and evidence are not attained within 45 days, the agency will not be reimbursed for costs incurred for that participant.

Special Considerations for Documenting Chronic Homelessness 24 CFR § 578.3

For each person applying to the program, written documentation must be provided by an appropriate Third Party that verifies the person's status as chronically homeless. Letters may be written and signed by either homeless shelter providers, homeless outreach workers or other homeless service providers.

An HMIS printout which demonstrates that the individual or family meets the criteria for chronic homelessness may be substituted for a letter. Letters and HMIS print outs must:

- ✓ Be on letterhead stationery with the name, address and phone number of the agency.
- ✓ Contain the full name of the participant.
- ✓ Contain dates verifying the timeframe of homelessness including both a start date and completion date.
- ✓ Be signed by a staff member whose title appears on the letter.

If all other efforts to obtain Third Party documentation have been exhausted and unsuccessful for a particular person, a Self-Statement may be used in the absence of any other documentation. However, this should be relatively rare exception to the composition of most homelessness records for program participants and programs must document their attempts to obtain documentation in order to demonstrate due diligence.

Projects should expect that chronic homeless documentation for the majority of participants will be pieced together from several sources.

Further information regarding documenting Chronic Homelessness can be found in “Defining Chronic Homelessness: A Technical Guide for HUD Programs” at:

<https://www.onecpd.info/resources/documents/DefiningChronicHomeless.pdf>

VIII. Determining Income and Calculating Rent

Income Definition

Income is money that is paid to, or on behalf of, the head of household or spouse (even if temporarily absent) or to any other household member. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and which are not specifically excluded in 24 CFR § 5.609(c) Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.

Documents and information collected to verify income should be recent. Documentation dated within 30 days is acceptable. However, for public assistance benefits, (e.g., SSI, food stamps), a benefits statement received any time within the twelve months prior to the time of application and reflecting current benefits received by a household is allowed. A copy of a recent bank statement indicating direct deposit is also acceptable.

<i>Table 8.1</i>		<i>Income Inclusions Examples</i>
		<i>Not an exhaustive list</i>
(1)		The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;
(2)		The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including lump sum payment for delayed start of a periodic payment;
(3)		Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;
(4)		Welfare assistance. Welfare or other payments to families or individuals, based on need, that are made under program funded, separately or jointly, by Federal, State or local governments (e.g., Social Security Income (SSI) and general assistance available through state welfare programs);
(5)		Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling;
(6)		Net income from the operation of a business or profession;
(7)		Interest, dividends, and other net income of any kind from real and personal property;
(8)		All regular pay, special pay and allowances of a member of the Armed Forces, except special hostile fire pay.

Table 8.2	Income Exclusions
(1)	Income from employment of children (including foster children) under the age of 18 years;
(2)	Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
(3)	Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (except as provided in paragraph (b)(5) of this section);
(4)	Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
(5)	Income of a live-in aide, as defined in 24 CFR § 5.403;
(6)	Subject to paragraph (b)(9) of this section, the full amount of student financial assistance paid directly to the student or to the educational institution;
(7)	The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;
(8)	Amounts received under training programs funded by HUD;
	Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
	Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and which are made solely to allow participation in a specific program;
	Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the PHA or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiatives coordination, and serving as a member of the PHA's governing board. No resident may receive more than one such stipend during the same period of time;
	Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for the period during which the family member participates in the employment training program;
(9)	Temporary, nonrecurring or sporadic income (including gifts);
(10)	Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
(11)	Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
(12)	Adoption assistance payments in excess of \$480 per adopted child;
(13)	Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.
(14)	Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
(15)	Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
(16)	Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR § 5.609(c) apply.

<i>Table 8.3</i>		<i>Deductions</i>
<i>Mandatory Deductions</i>		
(1)	\$480 for each dependent;	
(2)	\$400 for any elderly family or disabled family;	
(3)	The sum of the following, to the extent the sum exceeds three percent of annual income:	
	(a)	Unreimbursed medical expenses of any elderly family or disabled family; and
	(b)	Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with disabilities, to the extent necessary to enable any member of the family (including the member who is a person with disabilities) to be employed. This deduction may not exceed the earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and
(4)	Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.	

<i>Table 8.4</i>		<i>Income Review Requirements</i>		
Funding	Component	Activity	Required to Charge Rent?	Frequency
ESG	RRH	Rental Assistance	Yes	Initially, annually and as changes in income are identified
	Prevention	Rental Assistance	Yes	Initially, annually and as changes in income are identified
CoC	TH	Leasing	No, but may	Initially, annually and per tenant request
	TH	Operating	No, but may	Initially, annually and per tenant request
	PH (RRH)	Rental Assistance	Yes	Initially, annually and per tenant request
	PH (PSH)	Leasing	No, but may	Initially, annually and per tenant request
	PH (PSH)	Operating	No, but may	Initially, annually and per tenant request
	PH (PSH)	Rental Assistance	Yes	Initially, annually and as changes in income are identified

Annualizing Wages and Periodic Payments

When calculating income based on hourly, weekly, or monthly payment information, add the gross amount earned in each payment period that is documented and divide by the number of payment periods. This provides an average wage per payment period. Depending on pay periods used by the employer or the schedule of periodic payments, the following calculations convert the average wage into annual income:

- ✓ Hourly Wage multiplied by Hours Worked per Week multiplied by 52 weeks
- ✓ Weekly Wage multiplied by 52 weeks
- ✓ Bi-Weekly (every other week) Wage multiplied by 26 bi-weekly periods
- ✓ Semi-Monthly Wage (twice a month) multiplied by 24 semi-monthly periods
- ✓ Monthly Wage multiplied by 12 months

Standards and procedures for documenting **Income** are further detailed in the Appendix A.

IX. Termination of Participation, Denial and Grievance Procedures

Subrecipients must have written termination, denial, and grievance policies and/or procedures. The policies and/or procedures should be readily available to households. With the exception of high volume shelters where it is acceptable to have policies posted in a public place, participants must receive written information about program policies. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood.

✓ Termination of Participation and Grievance

Involuntary termination from any program funded under the HEARTH Act places the individual or family at great risk because they will likely exit to a place that is less safe than the program they are currently participating in. Termination is a last option. Subrecipients are encouraged to limit rules of participation only to that which constitutes immediate danger. For example, in a program which has communal living it would not be appropriate to terminate an individual or family's housing because a participant did not complete their chores. Subrecipients are encouraged to find other strategies to increase participants' contributions to their community by encouraging engagement rather than threatening loss of housing.

That being said, there may be instances where termination cannot be avoided. The written grievance procedure must include:

- Written notice to the household containing a clear statement of the reasons for termination;
- A review of the decision, in which the household is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision. This may include the household's right to question or confront staff involved; and
- Prompt written notice of the final decision.

For programs where participants are required to request a review of the termination decision, participants must be given an adequate amount of time to submit their request. The review must be held at a mutually agreeable time.

✓ Denial and Grievance

Causes of denial of assistance include, but are not limited to, the household's ineligibility or failure to provide verifiable evidence of eligibility, etc. Established procedures should describe:

- Circumstances in which a household may not qualify or would be denied;
- Notification of denial; and
- A household's right to review a Subrecipient's decision.

X. Confidentiality of Participant Records

Projects must have policies and/or procedures to ensure that participant records are maintained in a confidential manner as per RCW 43.185C.030 and keep written records or files pertaining to households under lock and key with designated personnel granted access to those files.

XI. Inspection Requirements

Emergency Solutions Grant

Emergency Shelter

Projects who receive ESG funds for shelter operations must comply with minimum safety, sanitation and privacy standards as outlined in 24 CFR § 576.403.

Rapid Rehousing

Projects providing Rapid Rehousing Assistance with ESG funds are required to perform Habitability Standards inspections and maintain documentation of these inspections as defined in 24 CFR § 576.403 (c). These inspections must be done at least annually. Subrecipients may adopt the HUD Housing Quality Standards (HQS) inspection procedures or the Habitability Standards. If HQS is adopted, inspectors must be trained. A record of the inspections must be kept and readily available.

Continuum of Care Program

All housing, including transitional, permanent supportive or rapid rehousing, leased with CoC Program funds, or for which rental assistance payments are made with CoC funds, must meet applicable housing quality standards under 24 CFR § 578.75(b). The Housing Quality Standards are contained within [24 CFR § 982.401](#) which state the performance and acceptability criteria for these key aspects of housing quality:

<i>Table 11.1</i>	<i>Housing Quality Standards – Key Aspects</i>
Sanitary facilities	Food preparation and refuse disposal
Space and security	Thermal environment
Illumination and electricity	Structure and materials
Interior air quality	Water supply
Access	Site and neighborhood
Sanitary condition	Smoke detectors

Physical inspections of units to ensure compliance with HQS must be completed prior to the issuance of assistance. Additionally, subrecipients must inspect all units at least annually to ensure ongoing compliance with HQS. Deficiencies must be remedied within 30 days of inspection. Payment may not be issued beyond the annual recertification date for units which do not meet HQS.

Lead-based Paint Visual Assessments

The lead-based paint visual assessment requirement exists to protect vulnerable families from potential health hazards. To prevent lead poisoning in young children, Subrecipients must comply with the Lead-based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35.

1. The applicable parts of 24 CFR § 35 are as such: For shelters receiving assistance under ESG, Subrecipients must comply with subparts A, B, M and R.
2. For housing that receives CoC project based or sponsor based rental assistance, subparts A, B, H, and R shall apply
3. Residential property receiving CoC funds for leasing, services or operating must comply with subparts A, B, K and R.

A lead-based paint visual assessment (attached) must be completed for all units that meet the three following conditions:

1. The household moving into or remaining in their current unit is being assisted with either ESG rent/utility assistance, ESG arrears assistance, CoC rent assistance, or it is a residential property using CoC funds to fund leasing, services or operating costs.
2. The unit was constructed prior to 1978.
3. A child under the age of six or a pregnant woman is, or will be, living in the unit.

For units and facilities that meet these conditions, Subrecipients must conduct a visual assessment at least annually. For rental units, a visual assessment must be conducted prior to providing rent assistance and on an annual basis thereafter (as long as assistance is provided). The agency must maintain the record on file with the inspection's record and readily available for review.

Visual assessments must be conducted by a HUD-Certified Visual Assessor. Agency staff may complete the Visual Assessment Training at <http://www.hud.gov/offices/lead/training/visualassessment/h00101.htm>. The certificate of completion must be maintained on record and readily available for review. For rental units, documentation must be kept with the HQS or Habitability Standards Worksheet (attached) and maintained in the participant file.

Exceptions to the Lead-based Paint Visual Assessment Requirement

There are certain exceptions to the requirement. Visual assessments are not triggered under the following circumstances:

- It is a zero-bedroom or SRO-sized unit;
- X-ray or laboratory testing of all painted surfaces by certified personnel has been conducted in accordance with HUD regulations and the unit is officially certified to not contain lead-based paint;
- The property has had all lead-based paint identified and removed in accordance with HUD regulations;
- The unit has already undergone a visual assessment within the past 12 months –obtain documentation that a visual assessment has been conducted; or
- It meets any of the other exemptions described in 24 CFR Part 35.115(a).

If any of the conditions outlined above are met, Subrecipients need to document the condition.

XII. Record Keeping Requirements

In order to receive assistance, the following information must be documented in the participant file:

1. Initial Consultation & Eligibility Determination

The household must lack sufficient resources and support networks to obtain/retain housing and this must be documented in the file. The household must receive an initial consultation and eligibility assessment to determine housing status eligibility and the appropriate type of assistance needed to regain stability in permanent housing.

2. Housing Stability Plan (Prev., RRH, ES, and TH funded under ESG only) to include:

- ✓ Needs assessment to identify barriers and specific housing and self-sufficiency goals
- ✓ Action steps to retain permanent housing after ESG assistance ends
- ✓ Households receiving assistance from a victim service provider may be exempted from the case management requirement.

3. Individual Support Plan (TH under CoC, and PSH only) to include:

- ✓ Problem Identification
- ✓ Goals
- ✓ Action Plan
- ✓ Outcomes

Per 24 CFR § 578.53, projects must complete an assessment of the service needs of participants at least annually. Services adjusted accordingly.

4. Assistance in obtaining mainstream and other resources

The household must receive appropriate supportive services and referrals essential to achieving independent living through other federal, state, local, and private assistance.

5. Proof of Complete Inspection

- a. *Habitability (ESG)*
- b. *Housing Quality Standards (CoC)*
See Section XI for full detail.

Completed inspection forms must be retained in the file and must contain the date the inspection was performed and the signature of the staff person who performed the inspection.

6. Proof of Complete Lead Based Paint Visual Assessment

See Section VIII for full detail. Completed assessments must be retained in the file and must contain the date the inspection was performed and the signature of the staff person who performed the inspection.

7. Rent Reasonableness

Please see Appendix B for full detail.

- i.* Subrecipients will use the Rent Reasonableness Certification Form (Attachment A) to document rent reasonableness.
- ii.* Subrecipients will retain a copy of each Dupre & Scott Snohomish County Rent Reasonableness Survey every year, beginning in April 2013.
- iii.* Subrecipients will retain documentation of any supplemental documents used to compare rents i.e. copies of advertisements for properties for rent etc

8. Case notes and record of services received

Files must contain case notes which align with either the Housing Stability Plan or the Individual Support Plan, be legible, dated and contain a record of the staff member responsible for each note.

XIII. Reporting Requirements

The Subrecipient shall follow the reporting requirements as outlined in the contract with the County.

The Subrecipient shall participate in Snohomish County Continuum of Care activities, which includes participation in planning activities, and the annual Point-in-Time (PIT) count of the homeless. The Subrecipient will complete the Snohomish County Annual Homeless Housing Inventory Chart (HIC); which includes data on beds, units, HMIS participation, services, and financial data on all projects.

An Annual Progress Report (APR) is currently required for the CoC Program and will be required for ESG. The regulations regarding the ESG APR requirement are currently pending. The County will publish further guidance regarding this requirement once the prescribed format is released by HUD. With the exception of Victim Service Providers, who are required to otherwise track required data, the majority of the data required for the APR will be generated from the Homeless Management Information System (HMIS). The Project is required to report on financial data and provide narratives regarding their project(s). ESG Subrecipients are required to complete and submit a semi-annual budget report. The details of these reports will be outlined in future drafts of these guidelines.

The Subrecipient will report Match detail in a format prescribed by the County.

The Subrecipient will report Program Income detail on their monthly invoice to the County.

The County reserves the right to request additional information or prescribe or change reporting requirements.

XIV. Homeless Management Information Systems Participation

The Subrecipient will participate in the Snohomish County Homeless Management Information System (“Snohomish County HMIS”) which is administered by the County’s Human Services Department. Snohomish County HMIS is an electronic database that collects data on homeless persons who receive outreach, homeless prevention and intervention services, emergency shelter, transitional housing, supportive services not linked with housing, and permanent supportive housing.

HMIS Participation will include:

- Technical set up;
- Staff training;
- Development of and adherence to an HMIS implementation schedule;
- Adherence to the requirements set forth in the [Snohomish County HMIS Policy and Procedures Manual](#) including:
 - Confidentiality
 - Privacy and Security Protocols
 - Adherence to the Data Quality Plan
- Adherence to the requirements set forth in the “Agency Partner Agreement” and “User Policy, Code of Ethics and Responsibility Statement” executed by the Subrecipient and the Subrecipient’s staff.

Appendix A

Income Eligibility Documentation Standards

While Snohomish County has established standards for various types of income, the County recognizes that in some instances only applicant self-declaration may be possible. This method should be used only as a *last resort* when all other verification methods are not possible or reasonable. **When using applicant self-declaration, Projects must document why a higher verification standard was not used. Be sure to include this in the case file.**

Gross Income is the amount of income earned before any deductions (such as taxes and health insurance premiums) are made.

Current Income is the income that the household is currently receiving. Income recently terminated should not be included.

Type of Income	Acceptable Types of Documentation
Wages and Salary	<p>Obtain copy of most recent pay stub(s) and include in participant file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to employer. At a minimum, written verification must include: name of employer and participant name, pay amount and frequency, average hours worked per week, amount of any additional compensation and be signed and dated by employer. Copy kept in participant file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the employer by phone or in person. At a minimum, oral verification must include: name of employer and participant name, pay amount and frequency, average hours worked per week, amount of any additional compensation and be signed and dated by staff who obtained the information. Copy kept in participant file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must include source of income, income amount and frequency, and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.</p>
Self Employment and Business Income	<p>Obtain copy of most recent federal and state tax return from the applicant and keep copy in participant file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must</p>

	include source of income, income amount and frequency and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.
Interest and Dividend Income	<p>Obtain copy of most recent interest or dividend income statement from participant and keep copy in participant file.</p> <p><i>OR</i></p> <p>Obtain copy of most recent federal and state tax return from the applicant and keep copy in participant file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.</p>
Pension/Retirement Income	<p>Obtain copy of most recent payment statement or benefit notice from Social Security, pension provider or other source. Copy kept in participant file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to Social Security, pension provider or other source. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: Name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.</p>
Unemployment and Disability Income	<p>Obtain copy of most recent payment statement and or benefit notice. Copy kept in participant file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to unemployment administrator, workers compensation administrator of former employer. At a minimum, written verification must include: name of income source, income amount and be signed</p>

	<p>and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: Name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.</p>
TANF/Public Assistance	<p>Obtain copy of most recent payment statement and or benefit notice. Copy kept in participant file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to welfare administrator. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.</p>
Alimony, Child Support, Foster Care Payments	<p>Obtain copy of most recent payment statement, notices or orders. Copy kept in participant file.</p> <p><i>OR Written 3rd Party Verification</i></p> <p>Mail, fax or email verification of income request to child support enforcement agency, court liaison or other source. At a minimum, written verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p> <p><i>OR Oral 3rd Party Verification</i></p> <p>Contact the source by phone or in person. At a minimum, oral verification must include: name of income source, income amount and be signed and dated by income source representative. Copy kept in participant file.</p>

	<p><i>OR Self Declaration</i></p> <p>Obtain signed and dated self declaration from the participant. At a minimum must include source of income, income amount and frequency and be signed. Copy kept in participant file. Case manager must document attempts to obtain written and oral verification.</p>
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Appendix B

Rent Reasonableness Policies and Procedures

(Adapted from HUD's Homeless Prevention Rapid Re-Housing Grant Guidelines)

Determining and Documenting Rent Reasonableness: Determining and documenting rent reasonableness is required under CoC and ESG. We are required to establish local policies and procedures to determine documentation and record keeping requirements in order to ensure the rent reasonableness standard is met. Below describes the methodology, staffing, data sources, documentation requirements, and special circumstances that Snohomish County Projects will use.

Methodology: Methodologies for obtaining comparable rents include:

- Utilizing the Dupre & Scott Rent Reasonableness Survey;
- Obtaining documentation from property owners/managers on current rents charged in comparable unassisted units;
- Obtaining comparable rents on a unit-by-unit basis from other data sources (shown in the data sources section below).

Snohomish County Projects must compare at least **3** units and will document its rent reasonableness using the Rent Reasonableness Certification form. When using the Rent Reasonable Survey, the survey must list greater than 3 buildings to be considered reliable.

Rent reasonableness will consider the following: location, size, unit type, quality and condition of the unit, accessibility, amenities, age of the unit, and utilities.

Staffing: The responsibility of determining and documenting rent reasonableness should be assigned to program staff in the following order of preference:

1. Staff conducting the housing inspection will be responsible for determining and documenting rent reasonableness.
2. The case manager will be responsible for determining and documenting rent reasonableness.

Data Sources: Acceptable data sources used in determining rent reasonableness include the following:

- Dupre & Scott Rental Survey;
- Newspaper ads (including internet versions of newspaper ads);
- Classified Ads;
- Weekly or monthly neighborhood or shopper newspapers that have rental listings;
- "For Rent" signs in windows or on lawns;
- Real estate agents; and
- Property management companies that handle rental property.
- Rental Listing websites including:
 - www.apartmentguide.com
 - www.apartments.com
 - www.forrentmag.com
 - www.move.com/apartment/main.aspx
 - <http://www.housingsearchnw.org>

Utilizing the Dupre & Scott Rental Survey: The Dupree & Scott Rent Reasonableness Survey is updated every spring. The survey is a helpful way to understand the overall rental market of an area and can be a good starting point for certifying rent reasonability. The certifier must follow these steps in utilizing the survey:

- Correctly identify the area the proposed unit is in according to the “Snohomish County Areas for Data Presentation” section of the survey;
- Navigate to the appropriate pages which list the data for the identified area;
- Identify the correct unit size based on the number of bedrooms;
- Identify the correct building type based on the number of units the building contains;
- The average rent is listed on the right hand side of the page on the corresponding row of the survey.

Important factors to consider when utilizing the survey:

- Some unit types and areas have very limited data. This may be because the area has few rental units, such as Area 8: Goldbar/Sultan. Or, it may be that the unit type is not common, such as a one bedroom, one unit building. Each building type under each unit type lists the number of buildings that were included in the survey. If less than three buildings were included in that data point, further analysis is necessary to properly document rent reasonableness.
- For this survey, Dupre & Scott have defined a lo-rise building as greater than 20 units and one or two stories tall. A high-rise building is considered great than 20 units and three or more stories. It is important to note that that differs from the definitions under the Housing Quality Standards. For the purposes of verifying rent reasonableness, you may, for example, use the number for a high rise, but for HQS consider it a low-rise, and for the utility allowance, consider it a low rise. The utility allowance and inspection must match, but the rent reasonableness may be different.

Strategies for Determining Appropriate Comparable Properties: Each and every certification of rent reasonableness must consider the following:

- *Location:* It is important that, not only are the properties close in proximity, but that they have similar access to services such as bus lines, grocery stores, etc. and are within the same school boundaries where possible.
- *Square Footage*
- *Unit Type:* Single Family, Duplex, Town House, Low-Rise, High-Rise, Manufactured Home, etc.
- *Quality and Condition of the Unit:* Quality of floor coverings, cabinets, appliances, windows and doors as well as how well the unit has been maintained may make units more or less desirable and may affect the amount of rent the unit commands.
- *Accessibility*
- *Amenities/Facilities:*
The following amenities/facilities may have an effect on the amount of rent the unit commands assuming that it is in good repair and desirable within the market:
 - Garbage Disposal
 - Dishwasher
 - Washer/Dryer in Unit
 - Patio/Balcony/Deck
 - Fenced Yard
 - Playground
 - Covered/Garage Parking
 - Off-Street Parking
 - Storage Outside of Unit
 - Laundry Facilities
 - Club House
 - Pool
 - Fireplace
- *Age of the Unit and Year of Renovation*
- *Utilities*

Data in Rural Areas: While there may be fewer rental units in rural areas than in urban and suburban areas, it is possible to find comparable rents or establish rent payment standards for different unit types located in these areas.

- One source of rental housing data for rural areas may be the US Department of Agriculture's Rural Development Agency. USDA provides direct and guaranteed loans for single and multi-family housing development in rural areas as well as for farm laborers. Contact information for Rural Development State and Local Offices or USDA Service Centers is available at http://www.rurdev.usda.gov/recd_map.html. Each Rural Development Office, if it has a Rural Housing component, should have information on the types of rental housing available in various communities throughout the state, as well as unit sizes and rents.
- Another potential source of comparable rent data are real estate agents. Local real estate agents are not only knowledgeable about real estate prices but often are a source of information on rental housing in the area. They may be able to extrapolate rent comparables based on the general cost of housing in the area. To find real estate agents active in particular communities, Projects can consult the National Association of Realtors on the web at <http://www.realtor.org/>. For demographic information on the housing stock, market trends, etc., projects should access <http://www.realtor.org/research>.

Strategy for Addressing Special Cases: There may be instances where the above methodology and process is not sufficient to establish rent reasonableness for a particular unit.

For example, staff may find in rural areas that there are only one or two comparable units instead of the three units specified by the protocol.

Snohomish County Projects may use alternative methods to determine and document rent reasonableness in the following circumstance:

- In rural areas where it may be difficult to find three comparable units.
- In assessing units with an accessibility feature that the tenant requires due to a disability where it may be difficult to find three comparable units.

Documentation Requirements: The following documentation is required to determine rent reasonableness and must be kept in the participant file:

- Rent Reasonableness Certification Form
- Supplemental documents used to compare rents i.e. copies of advertisements for properties for rent etc.

Agencies must maintain a copy of the Dupre and Scott Rent Reasonableness Survey and the *Rent Comp* Excel File which includes the properties that were used to compile the survey in the event of an audit.

Special Note Regarding Fair Market Rent: The gross rent (rent + utility allowance) for units receiving rental assistance from ESG funds, and leasing funds from the CoC Program cannot exceed the HUD Determined Fair Market Rent (FMR). Programs using rental assistance funds from the CoC Program should generally not exceed FMR.

Appendix C

Step by Step Guide to Compliance with Lead Based Inspection Requirements

Childhood lead poisoning is a major environmental health problem in the United States, especially for low-income families in poor living conditions. If not detected early, children with high levels of lead in their bodies can suffer from damage to the brain and nervous system, behavioral and learning problems (such as hyperactivity), slowed growth, hearing problems, and headaches. To prevent lead-poisoning in young children, Lead/Sub Grantees must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations found at 24 CFR 35, Parts A, B, M, and R.

Disclosure Requirements

Disclosure requirements are triggered for ALL properties constructed prior to 1978. These requirements require that lessors (property owners or managers) provide tenants with:

- Disclosure form for rental properties disclosing the presence of known and unknown lead-based paint;
- A copy of the “Protect Your Family from Lead in the Home” pamphlet.

Both the disclosure form and pamphlet are available at:

<http://www.hud.gov/offices/lead/enforcement/disclosure.cfm>

While this actually relates to property owners/managers, sharing this information with your participants (or ensuring they have received it) is an easy thing to do. This is an important opportunity to educate participants about the potential hazards related to lead and their rights as tenants. Informed tenants are more likely to watch for potential problems in their home and proactively work with landlords to address any issues.

Visual Assessment

Visual assessments are only triggered under certain circumstances:

- The leased property was constructed before 1978;
- *AND*
- A child under the age of six will be living in the unit occupied by the household receiving CHG rent assistance.

Determining the Age of the Unit

Projects should use formal public records, such as tax assessment records, to establish the age of a unit. These records include the year built or age of the property and are available online at:

[https://www.snoco.org/proptax/\(3s4rq145ayhelonex4tbb5qy\)/search.aspx](https://www.snoco.org/proptax/(3s4rq145ayhelonex4tbb5qy)/search.aspx)

Remember to print out a copy of the screenshot for the case file. If you have trouble finding this information online, contact your local Office of Tax and Revenue for assistance. If not available online, the information is public and can be requested from the local authorities. (Note, the taxing authority and the assessment entity may be separate governmental entities and office names vary by locality).

Conducting a Visual Assessment

A visual assessment must be conducted prior to providing rent assistance to the unit and on an annual basis thereafter (as long as assistance is provided). Visual assessments must be conducted by a HUD-Certified Visual Assessor. It is important to note that a HUD-Certified Visual Assessor is not equivalent to a Certified Clearance Examiner. Anyone may become a HUD-Certified Visual Assessor by successfully completing a 20-minute online training on HUD's website at:

<http://www.hud.gov/offices/lead/training/visualassessment/h00101.html>

The training teaches individuals how to identify deteriorated paint and how deteriorated paint must be treated. Projects may choose to have their program staff complete the visual assessments, or they may procure services from a contractor.

Making Assistance Determinations

If a visual assessment reveals problems with paint surfaces, Project cannot approve the unit for assistance until the deteriorating paint has been repaired. At this point, Projects must make a decision: work with the property owner/manager to complete needed paint stabilization activities and clearance, work with the household to locate a different (lead-safe) unit, or refer the participant to a different program if assistance cannot be provided.

Locating a Certified Lead Professional and Further Training

To locate a certified lead professional in your area:

- Call your state government (health department, lead poison prevention program, or housing authority).
- Call the National Lead Information Center at 1-800-424-LEAD (5323).
- Go to the US Environmental Protection Agency website at <http://cfpub.epa.gov/flpp/> and click on "certified abatement/inspection firms."

Lead professionals, training providers, and HUD-sponsored Lead Safe Work Practices training listings can be accessed at www.leadlisting.org or 1-888-LEADLIST.

For more information on the Federal training and certification program for lead professionals, contact the National Lead Information Center (NLIC) at <http://www.epa.gov/lead/pubs/nlic.html> or 1-800-424-LEAD to speak with an information specialist.

The Lead Safe Housing Rule as well as a HUD training module to help recipients of funds effectively implement the requirements of the Lead Safe Housing Rule in their programs can be accessed at <http://www.hud.gov/offices/cpd/affordablehousing/training/web/leadsafe/>

Appendix D

Comparison of Rapid Rehousing Under ESG and CoC

	<i>Rapid Rehousing – Eligible Costs</i>	
	ESG - RRH	CoC - RRH
Rental Assistance	<ul style="list-style-type: none"> • Short-term (up to 3 months) • Medium-term (4 to 24 months) • Rent Arrears (one-time for up to 6 months, including late fees) 	<ul style="list-style-type: none"> • Short-term (up to 3 months) • Medium-term (4 to 24 months)
Type of Rental Assistance	<ul style="list-style-type: none"> • Tenant based • Project based 	<ul style="list-style-type: none"> • Tenant based only
Housing Relocation and Stabilization Services	<p>Financial Costs</p> <ul style="list-style-type: none"> • Rental application Fees • Security Deposits (up to 2 months) • Last month's rent • Utility Deposits and payments (up to 24 months, including 6 months of arrears) • Moving costs <p>Service Costs</p> <ul style="list-style-type: none"> • Housing Search and Placement • Housing stability case management • Mediation • Legal services • Credit repair • Budgeting • Money Management 	<p>Financial Assistance</p> <ul style="list-style-type: none"> • Security deposits (up to 2 months) • First and last month's rent • Property Damage <p>Supportive Services</p> <ul style="list-style-type: none"> • Case management • Child Care • Education services • Employment assistance and job training • Food • Housing search and counseling services, including mediation, credit repair, and payment of rental application fee • Legal services • Life skills training • Mental health services • Moving costs • Outpatient health services • Outreach services • Substance abuse treatment services • Transportation • Utility deposits

	<i>Rental Assistance Overview</i>	
	ESG – RRH Rental Assistance (24 CFR part 576.104)	CoC – RRH Rental Assistance (24 CFR part 578.37(a)(1)(ii))
Housing Standards	Units must pass HUD Habitability Standards	Units must pass HUD Housing Quality Standards (HQS)
Fair Market Rent (FMR)	Rental unit may cover up to FMR for rental unit	Rent Reasonableness is the rent standard
Rent Reasonableness	Units must comply with HUD’s rent reasonableness standards	Units in a structure must comply with HUD’s rent reasonableness standards
Lease Requirements	<ul style="list-style-type: none"> • A written lease between the owner and the program participant is required for TBRA and PBRA. • For program participants living in housing with PBRA, the lease must have an initial term of one year. There is no minimum lease period for TBRA. • The only exception to the written lease requirement is in the case of rental assistance provided solely for rental arrears. 	Program participants receiving TBRA must sign a lease of at least one year that is renewable (for a minimum term of one month) and terminable only for cause.
Written Standards	<p>Recipients and Subrecipients must implement written policies and procedures for:</p> <ul style="list-style-type: none"> • Determining and prioritizing which eligible families and individuals will receive RRH assistance • Determining the amount or percentage of rent and utilities each program participant must pay • Determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time 	<p>Recipients and Subrecipients must consistently follow policies and procedures established for:</p> <ul style="list-style-type: none"> • Determining and prioritizing which eligible families and individuals will receive RRH assistance • Determining the amount or percentage of rent each program participant must pay • Determining the maximum amount or percentage of rental assistance that a program participant may receive • Determining the maximum number of months that a program participant may receive rental assistance • Determining the maximum number of times that a program participant may receive rental assistance • Determining the extent to which a program participant must share the cost of rent

Rent Reasonableness Certification

Tenant Name _____

I. Unit Information

Proposed Unit Address and Number

Landlord Name and Address

Date Unit Built: _____ Number of Bedrooms _____ Square Feet _____

Amenities, unit condition, and accessibility (i.e. handicap, etc): _____

II. Establishing Gross Rent

1. Type of Unit (Garden, High Rise, Duplex, Town House, Single Family etc.): _____

2. Published Fair Market Rent (FMR): \$ _____

3. Owner's Proposed Contract Rent: \$ _____

(a) Allowance for tenant-furnished utilities, if any \$ _____

(b) Gross Rent \$ _____

4. Owner's Most Recent Rent Charged \$ _____

(a) Did this rent include all utilities? _____ Yes _____ No (If No, explain) _____

(b) Amount of increase over rent, if any? \$ _____

(c) Reason for rent increase? _____

(d) Owner's reason for increase in rent justified? _____ Yes _____ No

Does this rent include all utilities? _____ Yes _____ No (If No, explain) _____

(e) What method was used to determine that the rent being proposed for this unit is not more than the amount charged for other unassisted units? _____

III. Rent Survey

According to the Snohomish County Rent Reasonableness Survey, which area is this unit located in? # _____

What is the Average Rent for this area according to the Survey? \$ _____

Is the Proposed Rent less than the Avg. Rent for the Area?

_____ Yes (Stop here, complete and sign the certification at the end of the document)

_____ No (If No, the unit may not be Rent Reasonable, further analysis is required. Do not sign below. Complete and attach Supplemental Section IV)

Based on the Rental Survey, I have determined that the proposed rent for the unit [] IS [] IS NOT reasonable.

Staff Signature: _____

Date: _____

Revised 6.25.13jj

This form was created based on the most up to date information available. Agencies are responsible for ensuring that their methods of determining rent reasonableness comply with the most recent guidance available and complies with applicable regulations and contractual obligations.

Rent Reasonableness - Supplemental

IV. Comparable Units (Supplemental Analysis)

The Proposed Rent for the unit was above the Average Rent for the Area according to the Survey, due to the following factors:

- ☐ The survey contained less than 3 buildings for this unit type in this area and therefore is unreliable.
- ☐ The unit is significantly newer than the units that were surveyed or has recently been renovated.
- ☐ The unit has better than average amenities.
- ☐ The unit is Accessible.
- ☐ Other. Explain: _____

The specific units listed below are a more accurate reflection of the market for the proposed unit.

	Proposed Unit		Unit #1		Unit #2		Unit #3	
Source of Information								
Address								
Number of Bedrooms/Bathrooms								
Square Feet								
Type of Unit (Low-Rise, Hi-Rise, Single Family, Duplex etc.)								
Housing Condition								
Location/Accessibility								
Amenities (List):								
Yr Built/Renovated								
Utilities Not Included in Rent (E,W,S,G,T)								
Unit Rent	\$		\$		\$		\$	
Utility Allowance	\$		\$		\$		\$	
Gross Rent	\$		\$		\$		\$	
Handicap Accessible?								

Based on a comparison with rents for comparable units, I have determined that the proposed rent for the unit [] IS [] IS NOT reasonable.

Staff Signature: _____

Date: _____